

OP MEMORANDUM NO. 20-26-9

2 April 1982

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT : Summary of Agency Employment--SAS/OP Cases

REFERENCE:

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1.  Exit Clearance Processing, provides, among other things, that the personnel or administrative officer of the component to which a staff employee, Type I contract employee, career associate, or civilian detailee is assigned will provide guidance and assistance to the employee in the preparation of a written unclassified Summary of Agency Employment (SAE). The personnel or administrative officer will submit the draft SAE to the following for review and approval:

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2. Most exiting employees experience little trouble in receiving their approved SAE prior to their departure from Agency rolls. A fairly small number of employees, however, who leave involuntarily via the Special Activities Staff/OP (SAS/OP) do not receive final approval of their SAE's until just prior to or even after the effective date of their resignation or termination. Most of the involuntary departees have been given a minimal amount of time to windup their Agency business and look for another job. Without an approved SAE, their search for an outside position is often delayed. Thus, the very employees we are trying to assist in leaving the Agency as quickly and with the best attitude as possible, have one more irritation and problem to contend with.

3. In order to give speedier assistance to involuntary separatees, I am asking the component personnel officers to prepare or assist those employees to prepare their SAE's on a priority basis upon being informed by SAS that the employee will be leaving the Agency rolls. Upon completion of the SAE's the

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